

U.S. Army Corps  
of Engineers

**Department of Defense**

# **Homeowners Assistance Program**

## **Application & Guidance Package**

Complete application and mail it to the U.S.  
Army Corps of Engineers District where  
your property is located.

For correct address, see Contacts.



## APPLICATION FOR DOD HOMEOWNERS ASSISTANCE PROGRAM

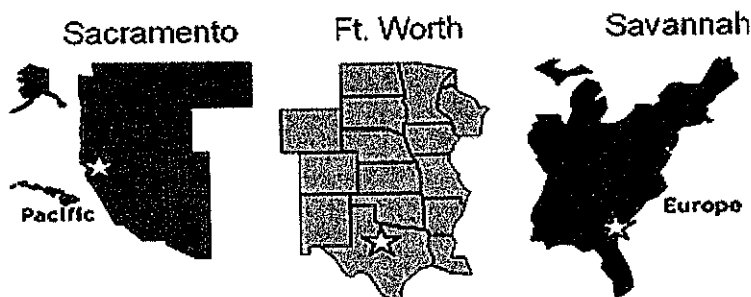
### AUTHORITY

Public Law 89-754, Section 1013, as amended, authorizes the Secretary of Defense to provide financial assistance to eligible homeowners serving or employed at or near military installations which were ordered closed or partially closed, realigned or were ordered to reduce the scope of operations. This authority is referred to as "**Conventional HAP - BRAC Causation**".

Section 1001 of the American Recovery and Reinvestment Act of 2009 (ARRA), Public Law 111-5, temporarily expands authority provided in 42 USC 3374 to provide assistance to: Wounded, injured, or ill members of the Armed Forces (30% or greater disability), wounded Department of Defense (DoD) and US Coast Guard civilian homeowners reassigned in furtherance of medical treatment or rehabilitation or due to medical retirement in connection with their disability, surviving spouses of fallen warriors, Base Realignment and Closure (BRAC) 2005 impacted homeowners relocating during the mortgage crisis, and Service member homeowners undergoing Permanent Change of Station (PCS) moves during the mortgage crisis. This authority is referred to as "**Expanded HAP**".

This form is for applicants of either the Conventional HAP or Expanded HAP. **Applicants cannot receive benefits and continue to own the home.** Benefits under either program are not available to temporary employees or contractor personnel. In addition to DD Form 1607, additional documents may be required to determine HAP eligibility and benefits. Please contact the US Army Corps of Engineers (CoE) District where your home is located (see map below) for specific information. **PLEASE NOTE THE DEPARTMENT OF DEFENSE WILL NOT BE RESPONSIBLE FOR SAFEKEEPING OR RETURN OF ORIGINAL DOCUMENTS.**

Once you have completed your application - it **must** be reviewed by your personnel office, military or civilian, for verification of service or employment records (see Section IV, Page 3) and mailed to the appropriate District Office of the CoE. The District CoE Office will notify you when your application is received. If your application is determined to be ineligible, you will be notified by the District CoE and will have the opportunity to appeal this decision. You can request a review of your case by requesting the appropriate District forward your appeal to the HQUSACE (CEMP-CR). If application is further recommended for denial, HQUSACE will forward to the Deputy Assistant Secretary of the Army for Installations & Housing (DASA(I&H)) for review and consideration. DASA(I&H) may approve an appeal but must forward recommendations for denial to the Deputy Under Secretary of Defense for Installations & Environment (DUSD(I&E)) for final recommendation.



#### FOR LOCATIONS IN:

#### CONTACT:

Alaska, Arizona, California, Utah, Idaho, Oregon,  
Pacific Ocean Rim, Washington, Montana, Nevada,  
or Hawaii

U.S. Army Engineer District, **Sacramento**, CESP  
1325 J Street  
Sacramento, CA 95814-2922  
(916) 557-6850 or 1-800-811-5532  
Internet Address: <http://www.spk.usace.army.mil>

Arkansas, Louisiana, Oklahoma, Texas, New Mexico,  
Colorado, Iowa, Nebraska, Minnesota, North and South  
Dakota, Wisconsin, Wyoming, Kansas, or Missouri

U.S. Army Engineer District, **Fort Worth**, CESWF  
P.O. Box 17300  
Fort Worth, TX 76102-0300  
(817) 886-1112 or 1-888-231-7751  
Internet Address: <http://www.swf.usace.army.mil>

Georgia, North Carolina, South Carolina, Alabama, Mississippi,  
Tennessee, Florida, Illinois, Indiana, Kentucky, Michigan, Ohio,  
Maryland, Delaware, District of Columbia, Pennsylvania,  
Virginia, Rhode Island, New York, Vermont, New Hampshire,  
Massachusetts, Connecticut, Maine, New Jersey,  
West Virginia, or Europe

U.S. Army Engineer District, **Savannah**, CESAS  
ATTN: RE-AH  
P.O. Box 889  
Savannah, GA 31402-0889  
1-800-861-8144  
Internet Address:  
<http://www.sas.usace.army.mil/hapinv/index.html>

<b>APPLICATION FOR HOMEOWNERS ASSISTANCE</b> <i>(Read Privacy Act Statement and Instructions before completing form.)</i>	OMB No. 0704-0463	<b>REPORT CONTROL SYMBOL</b> DD-A&T(AR)1154
The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0463). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
<b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ARMY CORPS OF ENGINEERS OFFICE.</b>		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> Public Law 89-754, Section 1013 and Executive Order 9397. <b>PRINCIPAL PURPOSE(S):</b> To determine eligibility for benefit and process requests for the Homeowners Assistance Program. <b>ROUTINE USE(S):</b> In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) including the Department of Housing and Urban Development when assuming custody of acquired homes, to manage and dispose of such properties on behalf of the Secretary of Defense; Department of Veterans Affairs in accepting subsequent purchaser in private sales when property is encumbered by a mortgage loan guaranteed or insured by them; Department of Justice to review final title and deeds of conveyance to the Government for properties acquired under the program, pursuant to their responsibilities under Public Law 91-393; and the Internal Revenue Service to determine tax liability for sale of property to the Government. <b>DISCLOSURE:</b> Voluntary; however, failure to provide requested information will hinder verification of employment and homeowner information and may result in delay or denial of benefits provided under this law.		
Please type or print, limiting each entry to the space provided. If there is not enough space for an answer, use the "Remarks" section on Page 4 of this form. Repeat the item number and give the additional information. If a date is required, enter year, month and day (for example, June 1, 2008 would be 20080601). Complete all sections of the form as indicated.		
<b>SECTION I - QUALIFICATION (To be completed by Applicant)</b>		
<b>1. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>2. SOCIAL SECURITY NUMBER</b>	<b>3. GRADE/RANK</b>
<b>4. PRESENT MAILING ADDRESS</b>		
<b>a. STREET</b> <i>(Include apartment number)</i>	<b>b. CITY</b>	<b>c. STATE</b> <b>d. ZIP CODE</b>
<b>5. EMAIL ADDRESS</b>		
<b>6. HOME TELEPHONE NUMBER</b> <i>(Include area code)</i>		<b>7. WORK TELEPHONE NUMBER</b> <i>(Include area code)</i>
<b>a. HOME</b>	<b>b. CELL</b>	<b>a. COMMERCIAL</b> <b>b. DSN</b>
<b>8. INSTALLATION/ACTIVITY ANNOUNCED FOR CLOSURE OR REDUCTION IN SCOPE</b> <i>(BRAC applicants only)</i>		<b>9. DATE OF CLOSURE OR REDUCTION ANNOUNCEMENT (BRAC)</b> <i>(YYYYMMDD)</i>
<b>a. NAME OF INSTALLATION/ACTIVITY</b>	<b>b. CITY</b> <b>c. STATE</b>	
<b>10. EMPLOYMENT OR SERVICE AT INSTALLATION</b> <i>(Military and Federal Employee Applicants only)</i>		
<b>a. ELIGIBILITY CATEGORY</b> <i>(X)</i>	<b>b.</b> <i>(X one)</i>	<b>c. BRANCH OF SERVICE.</b> <i>(X one)</i>
<input type="checkbox"/> WOUNDED	<input type="checkbox"/> CSRS	<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS
<input type="checkbox"/> BRAC	<input type="checkbox"/> FERS	<input type="checkbox"/> NAVY <input type="checkbox"/> COAST GUARD
<input type="checkbox"/> PCS	<input type="checkbox"/> NAFI	<input type="checkbox"/> AIR FORCE <input type="checkbox"/> OTHER <i>(Specify)</i>
<b>d. STARTING DATE</b> <i>(YYYYMMDD)</i>	<b>e. TYPE OF APPOINTMENT</b>	<b>f. ENDING DATE</b> <i>(YYYYMMDD)</i> <b>g. NATURE OF SEPARATION</b>
<b>11. REASON FOR DESIRING ASSISTANCE</b> <i>(Complete 11.a. if Civilian Employee, 11.b. if Military Service Member)</i>		
<b>a. CIVILIAN EMPLOYEE</b> <i>(X and complete as applicable)</i>		
<input type="checkbox"/> (1) ACCEPTED FEDERAL TRANSFER	<input type="checkbox"/> (2) WOUNDED, INJURED OR ILL (WII)	<input type="checkbox"/> (3) SURVIVING SPOUSE
<b>(a) FOR BRAC OR WII</b> <i>(Name of Installation or Hospital)</i>	<b>(b) DATE</b> <i>(YYYYMMDD)</i>	<b>(c) LOCATION OF INSTALLATION</b> <i>(City, State, Country)</i>
<b>(4) ACCEPTED OTHER EMPLOYMENT</b> <i>(BRAC applicants only)</i>		
<b>(a) AT</b> <i>(Name of Subsequent Employer)</i>	<b>(b) DATE</b> <i>(YYYYMMDD)</i>	<b>(c) LOCATION OF EMPLOYMENT</b> <i>(City, State, Country)</i>
<b>(5) UNEMPLOYED</b> <i>(Furnish unemployment dates only when application is based on financial hardship due to your inability to be employed in the area of the closed/reduced installation. Attach statement on why employment is not available or has not been accepted; also state amount and frequency of all income, nature and amount of debts, number and amount of installment payments (including mortgage) in arrears, and any other information providing evidence of financial hardship.)</i>		<b>(a) UNEMPLOYED FROM</b> <i>(YYYYMMDD)</i>
		<b>(b) TO</b> <i>(YYYYMMDD)</i>
<b>b. MILITARY SERVICE MEMBER</b> <i>(X and complete as applicable)</i>		
<b>(1) TRANSFERRED TO: (a) NAME OF INSTALLATION</b>		<b>(b) DATE</b> <i>(YYYYMMDD)</i>
<b>(2) ORDERED INTO ON-POST QUARTERS ON</b> <i>(YYYYMMDD)</i>		
<b>(3) PCS ORDERS</b> <i>(YYYYMMDD)</i>		
<b>(4) RETIRED OR SEPARATED ON</b> <i>(YYYYMMDD)</i>		

**SECTION II - PROPERTY FOR WHICH ASSISTANCE IS SOUGHT**

If home was **SOLD**, provide a copy of the Form HUD-1 (closing statement) (OMB Approval No. 2502-0265) of sale, and the deed with the recording information such as Book and Page Number. If **FORECLOSED** or in process of foreclosure, provide a statement of obligations ensuing from foreclosure. Documents provided in evidence of purchase, sale, and foreclosure must be legible, completed copies.  
THE DEPARTMENT OF DEFENSE IS NOT RESPONSIBLE FOR SAFEKEEPING OR RETURN OF ORIGINAL DOCUMENTS.

**12. ADDRESS OF PROPERTY**

a. STREET	b. CITY	c. COUNTY	d. STATE	e. ZIP CODE
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**13. PERIOD OF OWNERSHIP/OCCUPANCY**

a. FROM (YYYYMMDD)

b. TO (YYYYMMDD)

**14. IF MORTGAGED, WAS IT (X one)**☐ FHA - INSURED☐ VA - GUARANTEED☐ OTHER**15. PRESENT STATUS (X one)**☐ OWNED BY YOU (Complete Item 21)☐ SOLD (Complete Item 22)☐ FORECLOSED (Complete Item 23)**16. DATE OF PURCHASE**  
(YYYYMMDD)**17. PRICE****18. DEED IS RECORDED IN**

a. VOLUME

b. PAGE

c. DEED RECORDS OF

**19. APPROXIMATE DISTANCE FROM RESIDENCE TO WORK:**

**20. LIST MAJOR IMPROVEMENTS MADE BY YOU DURING YOUR OWNERSHIP** (Such as adding garage, finishing rooms, adding bathroom, or other improvements. Include cost and approximate date each was completed. Please specify whether improvements were made using home equity lines of credit or additional mortgages.)

**21. IF DWELLING IS OWNED BY YOU: (X and complete as applicable)**

<input type="checkbox"/> a. YOU STILL OCCUPY	<input type="checkbox"/> c. PLAN TO SELL ON PRIVATE MARKET	(1) LEASED THROUGH (YYYYMMDD)	(2) LEASE AMOUNT (Per month)
<input type="checkbox"/> b. VACANT	<input type="checkbox"/> d. LEASED (Attach copy of lease)		

**22. IF DWELLING WAS SOLD:**

a. SOLD TO	b. DATE SOLD (or will close) (YYYYMMDD)	c. SALE PRICE
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**d. DEED RECORDED IN**

(1) VOLUME	(2) PAGE	(3) DEED RECORDS OF
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**23. IF LIENHOLDER FORECLOSED ON PROPERTY:**

a. DATE FORECLOSURE COMMENCED (YYYYMMDD)	b. COMMENCED BY (X one) <input type="checkbox"/> VA <input type="checkbox"/> BANK (Name of Bank) <input type="checkbox"/> FHA	c. PROCEEDING STILL PENDING (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO
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d. NAME OF COURT

e. LOCATION OF COURT

f. DATE OF FORECLOSURE SALE (YYYYMMDD)

g. AMOUNT OF FORECLOSURE SALE

h. AMOUNT OF ENFORCEABLE LIABILITIES AGAINST YOU

**24. IF YOU PLAN TO ASK THE GOVERNMENT TO PURCHASE YOUR DWELLING (Mortgages):**

a. LENDER NAME	b. ADDRESS (Street, City, State, ZIP Code)	c. ORIGINAL AMOUNT	d. CURRENT BALANCE	e. DATE OF LOAN (YYYYMMDD)
1st				
2nd				
3rd				
4th				

f. DATE DWELLING WAS  
CONSTRUCTED (YYYYMMDD)g. TO THE BEST OF YOUR KNOWLEDGE, DOES THE DWELLING CONTAIN ENVIRONMENTAL HAZARDS?  
(Such as friable asbestos, lead-based paint, etc.)☐ YES (Specify)☐ NO

**25. (BRAC APPLICANTS ONLY) POINT OF CONTACT TO ALLOW GOVERNMENT CONTRACTORS TO GAIN ACCESS TO YOUR DWELLING**  
(For Army Corps of Engineers' appraiser and inspector for environmental hazards)

a. NAME (Last, First, Middle Initial) b. HOME TELEPHONE (Include area code) c. WORK TELEPHONE (Include area code)

**d. ADDRESS**

(1) STREET (Include apartment number) (2) CITY (3) STATE (4) ZIP CODE

**26. POINT OF CONTACT THAT KNOWS YOUR WHEREABOUTS AT ALL TIMES** (Someone who does not live with you)

a. NAME (Last, First, Middle Initial) b. HOME TELEPHONE (Include area code)

**SECTION III - DECLARATION**

**CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS**

Fine of not more than \$10,000 or imprisonment for not more than 5 years or both (See 62 Stat. 698, 749; 18 USC 287, 1001).

**CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM**

The applicant shall forfeit and pay to the United States the sum of not less than \$5,000 and not more than \$10,000 plus 3 times the amount of damages sustained by the United States (See 31 USC 3729).

**27. I DECLARE UNDER THE PENALTIES OF PERJURY THAT THE INFORMATION PROVIDED BY ME HEREIN AND ATTACHED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

a. I APPLY FOR HOMEOWNERS ASSISTANCE IN THE FOLLOWING CATEGORY: (X as applicable)

(1) FORECLOSURE RELIEF (For applicants whose homes have been foreclosed)

(2) REIMBURSEMENT FOR LOSS ON PRIVATE SALE (For applicants whose homes have been sold or who plan to sell)

(3) GOVERNMENT ACQUISITION (For applicants who still own their homes) (Not available in foreign countries)

I voluntarily request and give my consent to the disclosure of my personal information. I am aware that I may revoke my consent at any time by doing so in writing. This Consent is valid for one year from the date of authorization.

b. SIGNATURE (To be used in all future correspondence) c. DATE SIGNED (YYYYMMDD)

**SECTION IV - VERIFICATION OF EMPLOYMENT OR SERVICE** (To be completed by Personnel Office)

**28. REVIEW OF APPLICANT'S OFFICIAL PERSONNEL FOLDER INDICATES:** (X and complete as applicable)

a. THE EMPLOYMENT/SERVICE INFORMATION SHOWN ON THIS FORM HAS BEEN VERIFIED AND IS CORRECT AS STATED IN ITEMS 1, 8, AND 10.

b. THE EMPLOYMENT/SERVICE INFORMATION SHOWN ON THIS FORM IS NOT CORRECT. THE PERSONNEL FOLDER SHOWS THE FOLLOWING:

**29. PERSONNEL OFFICER**

a. NAME (Last, First, Middle Initial) b. TITLE

**c. UNIT ADDRESS**

(1) STREET (2) CITY (3) STATE (4) ZIP CODE

d. SIGNATURE e. DATE SIGNED (YYYYMMDD)

**SECTION V - REMARKS** *(To be completed as necessary. Reference each entry by item number.)*

**APPLICATION CHECKLIST**  
**HOMEOWNERS ASSISTANCE PROGRAM**  
(March 2010)

If you have questions pertaining to the checklist, call one of the following Districts that is within your jurisdiction:  
**Fort Worth, 1-888-231-7751; Sacramento, 1-800-811-5532; and Savannah, 1-800-861-8144.**

\_\_\_\_\_ 1. APPLICATION - Complete DD Form 1607 with **original** signatures by you and a Personnel Officer (Parts III & IV). **Please include an email address on the application.**

\_\_\_\_\_ 2. ORDERS TO - Orders to the location of the home requiring assistance indicated by PCS orders or History of Assignments; Civilians must provide a SF 50 or other personnel action.

\_\_\_\_\_ 3. ORDERS OUT - Orders leaving the location of the home requiring assistance with date and destination indicated. If you have not received PCS orders yet, write "pending" in the line. Your application will be suspended until the district receives your orders. A History of Assignments is an acceptable alternative.

\_\_\_\_\_ 4. DEED - Shows ownership of property (when your home was acquired) with recording information such as the book, page #, and recording date of deed. This information is found in rubber stamp format on the deed you received in the mail after purchase of your home. If the county you reside/resided in updated their technology to replace the rubber stamp with a bar code, then this information is probably not available. If that is the case, write "bar coded" over items 18.a. & 18.b. If you do not have this information, you need to contact the county.

\_\_\_\_\_ 5. PROOF OF OCCUPANCY - This must be a Statement of Service (letter) from a utility company in applicant's name with property address and indicating the period of time you had the utility put in your name, and the period of time you had the utility transferred out of your name. If you still occupy the home, and have not moved out, the letter should state that the service is still "active." Bills are not an acceptable alternative.

\_\_\_\_\_ 6. COPY OF BILL OF LADING or Do-it-yourself (DITY) - Provide copies of your receipts/evidence for move of household goods out of the home needing assistance. If you have not moved out yet, place "pending" on the line. Provide these documents as soon as you can thereafter.

\_\_\_\_\_ 7. PRIVACY ACT STATEMENT - Provide with the application. Please read, sign and return.

\_\_\_\_\_ 8. CERTIFICATE OF ENTITLEMENT AND DECLARATION OF FILING - Provide with the application. Please read, sign and return. Civilian personnel normally receive closing costs benefits in a regular PCS transfer. Civilians check "I am NOT claiming closing costs under the Homeowners Assistance Program. I am filing or filed for authorized reimbursable closing costs for the sale of my residence with my Permanent Change of Station (PCS) orders." For military personnel do not normally receive closing cost reimbursement under normal PCS circumstances. Military check "I am filing for reimbursable closing costs benefits under the HAP Program."

\_\_\_\_\_ 9. RIGHT OF ENTRY (IF YOU HAVE NOT SOLD YOUR PROPERTY) - Provided with the application. Please read, sign and return. Please leave a key to your property with your Realtor or with a Point-of-Contact (POC) before you depart the area.

\_\_\_\_\_ 10. Provide the Settlement Statement (HUD-1) from when you purchased the home.

\_\_\_\_\_ 11. Provide the name and telephone number in Section II of the application of a POC. Your POC should be someone who does not live with you that will know your whereabouts at all times. This can be your realtor, or whoever can contact you successfully and quickly. **Please contact the HAP office to update changes in your POC and your address immediately when necessary.**

\_\_\_\_\_ 12. POWER OF ATTORNEY (POA) (if closing by POA) - Original POA must be recorded and a copy provided to HAP. You only need a power of attorney in this instance: you and your spouse (or someone else) are dual owners of the home. You (or your spouse) are unable to attend closing, in which you will need to go to your

local JAG/attorney's office and request a POA so that your spouse (or you) can sign for you (or your spouse) at closing. The HAP needs a copy filed with your application, the original *must* be brought to closing. This is necessary for private sale, private sale augmentation, and government acquisition.

\_\_\_\_\_ 13. PRIVATE SALE (This applies only if you have already sold your home. If you have not sold your home, place "N/A" on the line) – Provide these documents:

- A copy of signed **Closing Statement (HUD-1)**
- A copy of signed **Sales Contract**
- A copy of signed **Deed of Transfer to Purchaser**
- A copy of signed **Power of Attorney** (if used)
- A copy of the **Release of Liability** from the Lender, VA or FHA. Release(s) of liability are necessary in all home sales that involve the payoff of existing liens (including short sales). You should provide a release for all liens taken against the property.

\_\_\_\_\_ 14. PRIVATE SALE AUGMENTATION - When you are unable to sell your property for the outstanding mortgage balance(s) and wish to use HAP benefits (at closing) to complete the sale. A copy of all **mortgage (promissory) notes, estimated HUD-1, Sales Contract (Purchase Agreement)**, and the signed **Authorization and Release of Mortgage Information** form should be forwarded with your application when applying for Private Sale Augmentation.

\_\_\_\_\_ 15. PROOF OF ATTEMPT TO SELL - Real estate listing agreement or newspaper/website advertisement. Newspaper/website advertisement must be accompanied with receipt from newspaper company/online listing company showing period of advertisement.

\_\_\_\_\_ 16. AUTHORIZATION AND RELEASE OF MORTGAGE INFORMATION - Sign the attached two copies of the Authorization and Release of Mortgage Information. Make copies of the Authorization and Release of Mortgage Information form if applicable for additional mortgages. **Send to the U.S. Army Corps of Engineers with this application package**, and when the District begins processing your application, the District will send this to your mortgage company. You will not receive a HAP APPLICATION NUMBER until after HAP personnel are assigned to your application.

\_\_\_\_\_ 17. COPY OF ALL MORTGAGE (PROMISSORY) NOTES. You can call your mortgage company to provide you with this information if you did not receive a copy in your closing documents. Typically the promissory note contains the verbiage "I promise to pay X amount", with "X" being the loan amount.

\_\_\_\_\_ 18. REFINANCED MORTGAGES - If you refinanced your home after the realignment/closure announcement, you are required to provide one copy of the refinance closing HUD-1 form, a copy of the payoff statement for your original loan, and/or a copy of the mortgage note from the ORIGINAL purchase. The mortgage note should contain the interest rate, term, and principle of your ORIGINAL loan. If you have a second mortgage on your home, please provide a copy of the promissory note.

\_\_\_\_\_ 19. MOBILE HOMES -If you are requesting HAP benefits for a mobile home, you must provide evidence that the mobile home has been permanently affixed to the land. Include 1 copy of the Bill of Sale when you originally acquired the mobile home and 1 copy of the title and proof of land ownership.

NOTE: In 7-14 days you will receive an electronic email informing you of the receipt of your application. In approximately 30 days (from receipt of application) you will receive communication from the assigned HAP representative who has reviewed the file. You will receive a name, application number, method for communicating (email or tele#), and a list of missing documents. Upon receipt of this information, refer to your application number whenever you communicate with your HAP representative. We strongly recommend you **DO NOT** call the District office for status because there will not be a status until the review process is complete.



**HOMEOWNERS ASSISTANCE PROGRAM**

**CERTIFICATION OF ENTITLEMENTS  
AND  
DECLARATION OF FILING**

**Reimbursable closing costs for sale of a residence**

**1. ADDRESS OF PROPERTY SOLD:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. CERTIFICATION:** I certify that if application for “Reimbursement of Allowable Closing Costs for the Sale of a Residence” is filed under the Homeowners Assistance Program (HAP), I have not or will not file for this entitlement through any other source for this particular transaction on the above listed property.

**FRAUD AND FALSE STATEMENTS:** I am aware that any false or fraudulent claims, statements, or representations made by me or my representative can and will be prosecutable (criminal or civil), and subject to fines and/or imprisonment (18 U.S.C. 1001).

( ) (Military only) I am filing for reimbursable closing costs benefits under the HAP Program.

( ) (Civilians only) I am NOT claiming closing costs under the Homeowners Assistance Program. I am filing or filed for authorized reimbursable closing costs for the sale of my residence with my Permanent Change of Station (PSC) orders.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print or type applicant's full name**

## **RIGHT OF ENTRY**

**I/we hereby grant to the United States, its representative, agents, contractors and assigns, the right to enter upon the land described and known as (address)**

**to appraise, survey, and perform any other work necessary to process an application for benefits under the Homeowners Assistance Program reserving, however, to the owner(s), their heirs, executors, administrators, successors and assigns, all such right, title, interest and privilege as may be used and enjoyed without interfering with or abridging the rights and easement hereby acquired. The United States, its representative, agents, contractors and assigns will give the owner(s) at least 24 hours notice of any entry upon the land for the purposes described herein.**

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**Applicant or Owner**

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**Applicant or Owner**

**Gentlemen:**

**RE: Home Mortgage Loan Number:** \_\_\_\_\_

**Mortgage Company:** \_\_\_\_\_

**Mortgage Company Address:** \_\_\_\_\_

**Mortgage Company Telephone No.:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

I have been determined eligible for benefits of the Department of Defense Homeowners Assistance Program (HAP). The U.S. Army Corps of Engineers administers this program and will require information on my mortgage in order to process my application. I hereby request and authorize your company to release any and all information requested by the Corps. Should you need to contact someone with the Corps of Engineers, you may contact one of the following Districts HAP team that is within your Jurisdiction: Savannah, 1-800-861-8144; Sacramento, 1-800-811-5532; Fort Worth, 1-888-231-7751. Please refer to the application number listed below when you contact this agency.

Please furnish a payoff statement upon request by the Corps. For your convenience, you may fax or mail the payoff statement.

Sincerely,

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Spouse's Name, If Applicable**

\_\_\_\_\_  
**HAP Application Number**

**PRIVACY ACT INFORMATION**  
**FOR HOMEOWNERS ASSISTANCE PROGRAM (HAP)**  
**APPLICANTS**

The Homeowners Assistance Program was authorized by Section 1013 of the Demonstration Cities and Metropolitan Development Act of 1966, Public Law 89-754 (80 Stat. 1255, 1290), as amended. The Corps of Engineers administers the Homeowners Assistance Program for the Department of Defense. Individuals seeking benefits under the Act must file an application form (DD Form 1607) and, in addition, may be requested to furnish supplemental information to support their applications. The information requested will be used to identify the number of homeowners affected by the announced closure/realignment, and to determine the impact on the market, eligibility, and entitlement to specific program benefits. The application and supporting information, including appeal cases, will be retained for 3 years, except in appeal cases where the record is considered permanent. Information disclosed by applicants will be treated on a confidential basis and will not be disclosed except to personnel in the Federal Government who have a need for the information. Sale of the property to the government and the amount thereof is also reported to the Internal Revenue Service (IRS). Deeds of conveyance to the Government, and other documents relating to sufficiency of title, are furnished to the Department of Justice for review. Information contained in the application form and supporting documents is furnished voluntarily; however, if all required information is not furnished, eligibility for benefits may be affected and benefits may be denied. Benefits under this program are considered "wages" for tax purposes. The Social Security Number on the application is for identification purposes and is used to report to the IRS the sale of the property to the Government and to report withholdings for Federal Income Tax, FICA and Medicare Purposes. Its non-disclosure may or may not affect payment of benefits.

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Date

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Signature